

INFORMATION

USAID/General Notice
M/AS/IRD
11/03/1999

SUBJECT: The November 1999 Automated Directives System (ADS) Notice

All written guidance related to Agency operating procedures across all of the Agency's systems is produced and disseminated through the ADS. This includes the reengineered ADS chapters, currently active portions of the old Handbooks, Agency policies, contract information bulletins, Agency Policy notices, and all delegations of authority.

This monthly notice is divided into three sections:

Section I: This section lists the policy notices not included on ADS CD 15, but are posted to the ADS web site. Policy notices, with the exception of the three Continuing Resolutions released as Executive Messages, are posted to the ADS web site 3 - 10 business days after they are issued.

Section II: This section pertains to ADS tips.

Section III: This section describes the ADS and provides instructions for accessing the ADS CD.

SECTION I

Policy Notices Since ADS Compact Disk (CD) 15

All Agency personnel have access to General Policy Notices and should read and assimilate the new policies. The notices are distributed each evening from the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes within the Missions.

A number of USAID/General Policy Notices have been issued since the release of ADS CD 15.

Please note:

- * ADS CD 15 is accessible to ALL USAID/W employees via the Local Area Network (LAN). ADS CDs were mailed to the Missions on Wednesday, August 11, 1999. If you are in USAID/W and unable to locate ADS CD 15, please contact the IRM Help Desk for assistance.
- * ADS CD 15 material and Policy Notices are also accessible via the ADS web site.

ADS INTRANET: <http://www.usaid.gov/ADS/>
ADS INTERNET: <http://www.info.usaid.gov/pubs/ads>

Policy Notices not included on ADS CD 15 but posted to the ADS website:

| NOTICE | DATE | SUBJECT |
|----------|------|---------|
| Name/No. | | |

OCTOBER 1999

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|---|------------|--|
| EXEMSG05 | 10/29/99 | Operating Under a Continuing Resolution |
| 1050 | 10/27/1999 | Revision to ADS 103, Delegations of Authority |
| (Note: ADS 103 will be loaded to the web by 11/05/99) | | |
| 1048 | 10/26/199 | Automated Directives System: Chapter 321, Small Business Programs, Disadvantaged Enterprises and Minority Serving Institutions |
| EXEMSG02 | 10/22/1999 | Operating Under a Continuing Resolution |
| 1042 | 10/21/1999 | Automated Directives System: Chapter 318, Patent Rights |
| 1027 | 10/12/1999 | Year 2000 (Y2K) Leave Restoration Policy |
| 1019 | 10/06/1999 | ADS Update for Chapter 545 - Automated Information Systems Security |
| 1019a | | |
| 1019b & 1019c | | |
| 1022 | 10/08/1999 | ADS 509, Creating, Altering or Terminating a System of Records (Records Pertaining to Individuals) |
| 1017 | 10/06/1999 | Policy-Reminder, Restricted and Unrestricted Areas |
| 1016&1016a | 10/06/1999 | ADS 557 - Public Information |
| EXEMSG01 | 10/01/1999 | Operating Under a Continuing Resolution |

SEPTEMEBER 1999

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| 0945 | 09/28/1999 | Pre-Logon Automated Data Processing System Warning Banners |
| 0923 | 09/15/1999 | Revision to ADS 202, Managing for Results: Achieving |
| 0921 | 09/14/1999 | Policy-Reminder Corrected Copy - Appropriate Fiscal Year to Charge for Travel to USAID Employees and Transportation of their Effects (ADS 577.5.8) |
| 0913 | 09/09/1999 | Issuance of Revised ADS Chapter 102, Agency Operations |
| 0907 | 09/03/1999 | Clarification to ADS 522, Cost Associated with Conferences |
| 0903 | 09/02/1999 | Revision to ADS Chapter 303, Grants and Cooperative Agreements to Non-Governmental Organizations: Mandatory and Supplementary References |
| 0902 | 09/01/1999 | Revisions to the AID Acquisition Regulation (AIDAR) |
| 0902a | | |

AUGUST 1999

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| 0854 | 08/30/1999 | Revision to ADS Chapter 541 (formerly ADS 544) (Posted to the ADS What's New Page, 09/01/1999) |
| 0829 | 08/17/1999 | ADS 253, Training for Development (Posted to the ADS Series 200 web page 08/18/1999) |
| MAS31 | 08/03/1999 | MAS#31 - Payment of Per Diem to Families - Policy Reminder |

JULY 1999

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| 0726 | 07/21/1999 | Legal and Policy Consideration when Involving Partners and Customers in Strategic Objective Teams and Other Consultations |
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JUNE 1999

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| 0623 | 06/21/1999 | Conflict Prevention Guidance for Strategic Planning |
| 0621 | 06/18/1999 | Program for Expanding the Participation of Minority Serving Institutions (MSIs), to be included in ADS 321. |

MAY 1999

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| lanpolicy | 05/19/1999 | Policy - Reminder Procedures for Obtaining and Verifying Maintenance and Local Area Networks IDs |
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Electronic Copies:

- * Policy notices may also be obtained by sending an e-mail to Notice Mailbox@M.AS.IRD@AIDW.

- * CIBs issued since ADS CD 15 are found on the M/OP webpage:

www.info.usaid.gov/procurement_bus_opp/procurement/cib

CIBs issued prior to ADS CD 15 are also available on the M/OP web page. CIBs may also be obtained from M/OP/POL ((202) 712-0610).

SECTION II

Helpful TIPS when using the ADS and ADS CD

Each month we will include ADS content and/or ADS CD helpful tips. This month's tips pertain to links from ADS website to the Foreign Affairs Manual and information about the ADS web site.

Q.1 I haven't seen an InfoReg or InfoGuide CD, which is issued by the Department of State (DOS), in months. How do I access the most recent Foreign Affairs Manual (FAM) or the Foreign Affairs Handbook (FAH)?

A.1 The ADS Home page (internet and intranet) and Series 100, 200, 300, 500, and 600 have a link to the DOS FAM/FAH web page.

<http://foia.state.gov/famdir/index.html>

The Official version of the FAM and FAH are housed on the DOS web pages. These documents are now updated on a regular basis.

Q.2 Is everything that is on the ADS CD also found on the ADS web pages?

A.2 No. Eventually, the ADS web page will house everything that is on the ADS CD. Handbooks and material that is not available electronically, will be posted to the ADS web pages.

Q.3 Which AID Handbooks are still valid? Where can I find them?

A.3 The following Agency Handbooks and specific Handbook chapters are still active and contain valid Agency regulations. Currently, they are accessible via the Automated Directives System Compact Disc (ADS CD), formerly known as the Directives Resource Compact Disc (DR-CD):

- * Handbook (HB) 1 - See the most recent ADS CD for a complete list of active Policy Determinations and Policy Papers;
- * HB 9 is a Supplementary Reference
- * HB 18, Part III, Chapter 13;
- * HB 18, Part V, Appendix D: The AID CodeBook;
- * HB 19,
- * HB 20, Chapter 7; and
- * HB 23, Chapters 3, 10 and 11.

See Series 400 (USAID Personnel - Human Resources Administration) for a complete list of M/HR chapters that supersede specific chapters within HBs 24 - 33. M/HR is currently working on converting the remaining chapters within Handbooks 24 - 33 to ADS chapters.

Section III

The following information has been updated to include Series 600 in the list of ADS Series.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as mandatory and supplementary informational references. It contains six functional series, interim policy updates, valid USAID Handbook chapters, a resource library, and a glossary.

The functional series consist of ADS chapters that have been written in a standardized format. The six functional series are as follows:

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|------------|---------------------------------------|
| Series 100 | Organization and Executive Management |
| Series 200 | USAID Program Assistance |
| Series 300 | Acquisition and Assistance Agreements |
| Series 400 | Personnel |
| Series 500 | Management Services |
| Series 600 | Budget and Finance |

Other Sections of the ADS:

* The Interim Updates are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into appropriate ADS chapter(s).

* The USAID Handbook Series includes the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.

* The Resource Library contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.

* The Glossary defines terms found in the functional series.

Updates: The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DR-CD) is 15.

How Do I Access the ADS CD?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

- Step 1. Click on the Windows "Start" Button
- Step 2. Click on "NetApps"
- Step 3. Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower. The steps from here on are the same as they were when you used Windows 3.1.

- *Step 4. Click on "ADS"
- Step 5. Click on the "Run" button

*If you do not see the ADS CD listed, please click the "Search" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs.

The gray box will disappear from the screen for a moment and then the ADS CD will appear. If the ADS CD does not appear, please close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid Handbook chapters, but a list of which Handbook chapters are still valid is included on the ADS website and this notice. Additionally, the Internet (unlike the Intranet) does not have the Personnel Series (400) and Interim Updates for Series 100, 400, and 500.

USAID/General Policy Notices are placed on the web sites either as Interim Updates or as a new or revised ADS chapter and/or reference (replacing the old ADS material, if any), within 3 - 10 business days of their issuance. Therefore, the ADS web sites will reflect policy updates sooner than the ADS CD. Access to the ADS material may be obtained by accessing:

1. The ADS Intranet home page is found by accessing the USAID Intranet Home page at: <http://www.usaid.gov> - Then click once on the word "ADS" This link will take you to the USAID Intranet home page.

2. The ADS Internet home page is found by accessing the USAID Internet Home page at: <http://www.info.usaid.gov/> -

The reader must then click once on the phrase *"Publications/Partner Resources."*

Next, scroll down to the *"ADS: Automated Directives System -- Formerly the USAID handbooks"* link.

Click once on this link and it will take you to the ADS Internet Home page: <http://www.info.usaid.gov/pubs/ads>.

Policy Notices: You may also request an electronic copy of a Policy notice by sending an E-mail to Notice Mailbox@M.AS.IRD@AIDW.

Questions about the ADS? Please send an e-mail to ADS@M.AS.IRD@AIDW.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to ADS@M.AS.IRD@AIDW.

Notice 1114